



MINUTES of the Torpoint Town Partnership session held with local traders regarding the Christmas Lights switch-on event held on Tuesday 17th April 2018 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: Town Mayor Cllr Lambert Keise (Chair), Mrs Kim Brownhill - Treasurer, Mr Andy Brownhill – Torpoint & Rame Peninsula Lions, Cornwall Councillor Gary Davis, Deputy Mayor - Cllr Mrs Chris Goodman, Mr Andy Martin - Andy Martin Production Support, Cllr Mrs Julie Martin, Mrs Lyn Murray – CHAT, Cllr Ms Rachel Tanner BEM, Mr John Tivnan BEM – Torpoint Community Events Co, Mrs Milly Southworth – Deputy Town Clerk (DTC).

Local organisations present: Brenda Clarke - Studio 2, Joyce Walsh – Chamber of Commerce, Janine Lau – Standard Inn, Benita Bradshaw – Greensails Florist, Lynne Matthews – Pricebusters, Jenny Hughes – Torpoint Community Cinema, Jules Cook – Torpoint Post Office, Jan Wright – Autism Portal.

		ACTION
1.	<p>Welcome – Chairman Councillor Lambert Keise The Chairman welcomed all those present and thanked the local traders for attending.</p>	
2.	<p>The Chairman invited everyone to highlight positive and negative points (on post-it notes) referencing the Christmas Lights switch-on events which had taken place in the past and suggestions for improvement in the future. Once all the positive and negative post-it note suggestions had been discussed separately, a summary of the points was compiled, as follows:</p> <ul style="list-style-type: none"> ➤ Have a build-up to the actual switch-on event, this could include the lantern making workshops being planned for November. ➤ Run quiz events to fundraise for the Christmas Lights. ➤ Janine Lau – volunteered to organise and host a 'Fore Street traders' Christmas Party in early December. ➤ Extend the afternoon of activities to include more hours on the Saturday, acknowledging that closing Fore Street for longer will require permissions from all retailers and would require the street to be closed for a longer period of time (consider deliveries etc.). ➤ Offer a street market of traders which are complimentary to the shops, to encourage increased attendance (craft/businesses/charity). ➤ Stallholders – do not block access and fire exits to other buildings on Fore Street and use the whole length of Fore Street. ➤ Town Crier to "shout out" the countdown at the lower (opposite) end of Fore Street. ➤ Advertise as a "Christmas Festival of Events" – undertake more marketing and publicity to attract more people. Consider producing a town leaflet, which includes all the Church events taking place and could be circulated more widely. ➤ Stage location discussed in detail – may incur power charge, speaker extension, possibility of a second acoustic stage. 	J Lau

	<ul style="list-style-type: none"> ➤ Fairground rides. ➤ Silly string discussed in detail – as the older children are unsupervised when using it and also traders to not want to restrict the sale of silly string, therefore provide additional bins for the disposable thereof. ➤ Christmas window dressing completion was a great success, run this again! Try to increase shop participation. ➤ Lantern parade – ensure this goes ahead. Lantern making workshops are already scheduled for November. ➤ Christmas trees discussed in detail – one tree, two trees, lights on the tree at Sparrow Park? Could this be linked with the St James Church Christmas Tree festival? ➤ Christmas lights were a great success! ➤ Increase the number of collecting tins in the shops – advertise the funds are for the Christmas Lights. ➤ Rickshaw discussed. ➤ Book entertainment acts now! ➤ Involve the traders in Fore Street in the organisation, some are very keen to be involved and would gladly do more to help (including offering to distribute the minutes). 	Treasurer/ DTC
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Meeting closed 8.15pmChairman